



CITY OF SOMERVILLE

SOMERVILLE HUMAN RIGHTS COMMISSION

ADMINISTRATION SUBCOMMITTEE

Date: June 15, 2026
Time: 5:00 PM – 6:00 PM
Location: Remote (Zoom)

PROPOSED MINUTES

Members Present

- Elyse Best, Chair
- Salma Kazmi
- Primrose Chareka
- Elijah Booker, RSJ Liaison

Absent

- Brian Sokol

Quorum was confirmed.

Call to Order

Elyse Best called the meeting to order at 5:07 PM

Approval of Previous Minutes

The subcommittee reviewed the May 18, 2026, Administration

Subcommittee Meeting Minutes. **A motion was made to approve the minutes, seconded by Salma Kazmi, and approved unanimously.**

1. Unfinished Business

Human Rights Commission Bylaws

The subcommittee continued its review and development of the draft Human Rights Commission bylaws. Members discussed revisions intended to improve clarity, organization, and implementation. Additional revisions will be needed before the draft is presented to the full Commission for consideration

Human Rights Advisory Council

The subcommittee continued developing the proposed Human Rights Advisory Council. Discussion focused on refining the purpose and framework of the Council, preparing a working draft before seeking broader Commission input, and creating a structured process for commissioners to provide feedback. Members discussed using a Google Form or questionnaire to collect written comments and recommendations. The subcommittee agreed that drafting and refinement should continue within the Administration Subcommittee before the proposal is returned to the full Human Rights Commission.

2. New Business

Discussion of Public Comment Procedures and Open Meeting Access for Human Rights Commission and Subcommittee Meetings

The subcommittee discussed public comment procedures and opportunities to improve public access and participation during Human Rights Commission and subcommittee meetings. Members considered the importance of having clear and consistent processes for receiving community input and ensuring meetings remain accessible and transparent. The discussion will continue as the Commission considers potential procedures and practices for future meetings

Action Items:

- Continue revising the draft Human Rights Commission bylaws. • Continue developing the Human Rights Advisory Council proposal. • Develop a Google Form or similar questionnaire for commissioner feedback.
- Present future revisions of the Advisory Council proposal to the full Human Rights Commission following additional Administration Subcommittee review.

Working Documents Reviewed and Discussed

- Human Rights Advisory Council Working Document (referenced during discussion as the collaborative document that will continue to be developed before submission to the full Human Rights Commission)
- Proposed Google Form for Commissioner Feedback (discussed as a preferred method for collecting structured comments on the Advisory Council proposal)
- Human Rights Commission Bylaws Draft 2 (working draft; links previously distributed and discussed for continued revision)

Adjournment

There being no further business, the meeting adjourned at **5:56 PM**.

Next Meeting: July 20, 2026, 5:00 PM

Minutes prepared by Elyse Best.